



**Code: 0903**

Family: Health and Human Services

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

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## **CLASS TITLE: AUDIO-VISION TESTER**

### **CHARACTERISTICS OF THE CLASS**

Under immediate supervision, conducts vision and audiometric tests of children for the detection of vision or hearing impairments and for compliance with State of Illinois Head Start, Childcare and School Age guidelines, and performs related duties as required

### **ESSENTIAL DUTIES**

- Sets up testing rooms and operates vision and hearing equipment (e.g., audiometer, tympanometer, vision screening instruments) and performs testing for the detection of vision and hearing impairments
- Performs daily equipment checks and minor adjustments to ensure accuracy in test administration
- Prepares and maintains records and ensures accurate documentation of the results of vision and hearing tests
- Schedules appointments and drives to schools and Head Start program sites to perform hearing and vision test assessments
- Provides hearing and vision screening services for children at community-based events (e.g., health fairs, block clubs)
- Makes referrals for additional testing of children identified as having possible vision or hearing impairments
- Follows up with school officials and parents to ensure children who are given referrals receive required additional medical services
- Prepares work activity reports on services and referrals provided
- Reviews and verifies the accuracy of screening results, referrals and follow-up activities entered by agency staff into web-based systems

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Must meet the State of Illinois Vision Screening Technician and Hearing Screening Technician certification requirements

#### **Licensure, Certification, or Other Qualifications**

- Certification by the State of Illinois as a licensed Vision Screening Technician and Hearing Screening Technician is required
- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability

## **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Diagnostic equipment (e.g., audiometer, tympanometer, vision screening instruments)

## **PHYSICAL REQUIREMENTS**

- Frequent lifting and carrying (up to 10 pounds) is required
- Ability to move one's hands and arms to grasp or manipulate objects

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Some knowledge of:

- \*equipment, instruments, materials, and supplies used in testing vision and hearing
- testing practices and procedures related to administering vision and hearing examinations
- applicable federal, state, local laws, regulations, and guidelines, including rules and regulations for conducting vision and audiometric testing
- record keeping methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job
- OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
July, 2014